

Advancement Handbook for Mess Management Specialist

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Mess Management Specialist rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for MS3

Advancement Handbook for MS3

General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Estimate required food quantities and adjust recipes
<i>Knowledge</i> you should have to perform this skill:	Convert recipes using the AFRS and Food Preparation Worksheet
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• AFRS• NAVSUP P-421, Chap. 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the use of the AFRS and the Food Preparation Worksheet (NAVSUP 1090); standard weights and measures; and recipe conversions based on portions to prepare, limited ingredient, and desired yield.

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and bake dough for bread, pizza, desserts, and deep-fat-fry doughnuts
<i>Knowledge</i> you should have to perform this skill:	<p>For each product, identify</p> <ul style="list-style-type: none"> • Ingredients • Methods of Preparation • Baking techniques • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 25, & 28 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 3, 7, 8, 30, 31, 32, & 33
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on mise en place; baking terminology; baking ingredients, their purposes, and how they will affect the finished product; mixing methods; all stages of dough production; good-quality characteristics of the end product and factors affecting these characteristics; and sanitary guidelines involved with dough production.

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare desserts and frostings; decorate cakes
<i>Knowledge</i> you should have to perform this skill:	<p>For each product, identify</p> <ul style="list-style-type: none"> • Ingredients • Methods of preparation • Decorating techniques • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 12, 28, 29, & 30 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 3, 7, 8, 24, 30, 34, 35, 36, 37, & 38
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on basic culinary terminology; mise en place; dessert (ice creams, sherbets, custards, gelatins, fruit desserts, cakes, and cookies) ingredients and their purposes; mixing methods; product make-up; chilling and/or baking methods; frostings; decorating techniques; characteristics of good quality desserts and frostings and factors affecting these characteristics; and the sanitary guidelines associated with dessert production.</p>

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and cook vegetables, fruits, and legumes
<i>Knowledge</i> you should have to perform this skill:	Identify <ul style="list-style-type: none"> • Types of fruits, vegetables, legumes • Applicable cooking methods • Methods of preparation • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 9, 10, 19, 20, 21, 22, and Apps. 1 & 2 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 2, 3, 5, 6, 7, 10, 11, & 12
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic culinary terminology; mise en place; preparing and cooking fresh, frozen, canned, and dehydrated fruits, vegetables and legumes; good-quality characteristics of raw and cooked fruits, vegetables, and legumes; factors that affect these quality characteristics; and sanitary guidelines involved with preparing and cooking fruits, vegetables, and legumes.

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and cook soups
<i>Knowledge</i> you should have to perform this skill:	Identify <ul style="list-style-type: none"> • Types of soups • Applicable cooking methods • Methods of preparation • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 7, & 14 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 2, 3, 4, 5, 6, 7, 8, 14, & 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic culinary terminology; mise en place; preparing and cooking fresh, frozen, canned, and dehydrated soups; classifications of and ingredients used in soups; good-quality characteristics of soups; factors that affect these quality characteristics; and sanitary guidelines involved with preparing and cooking soups.

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare, cook, and carve meat, poultry, and seafood
<i>Knowledge</i> you should have to perform this skill:	<p>For each, identify</p> <ul style="list-style-type: none"> • Various types • Various cuts • Methods of preparation • Carving techniques • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 9, 10, 11, 13, 16, 17, 18, 20, & 27 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 2, 3, 5, 6, 7, 17, 18, 19, 20, 25, 26, & 28
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on basic culinary terminology and mise en place. With specific regard to meat, poultry and seafood, you can expect questions on inspection, grading, and quality standards; primal cuts and market forms of the product; fabrication techniques; applicable preparation and cooking methods; slicing and carving techniques; associated quality characteristics of the product; and sanitary guidelines associated with meat, seafood, and poultry.</p>

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and cook sauces, gravies, and dressings for meat, seafood, and poultry
<i>Knowledge</i> you should have to perform this skill:	<p>For each product, identify</p> <ul style="list-style-type: none"> • Ingredients • Methods of preparation • Thickening agent • Various types and functions • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 8, 13, 15, 16, 17, & 18 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 2, 3, 5, 6, 7, 8, 14, 16, & 22
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on basic culinary terminology; mise en place; ingredients used for sauces, gravies, and dressings; the different thickening agents and their uses; methods for preparing sauces, gravies, and dressings; the various classes and types of sauces, their functions and uses; good-quality characteristics of sauces, gravies, and dressings, and factors affecting these quality characteristics; and sanitary guidelines associated with sauces, gravies, and dressings.</p>

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare cold cut trays, hors d'oeuvres, relish trays, and garnishes
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Knife skills • Methods of preparation • Functionality • Various types • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 11, 25, 26, 27, and App. 1 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 2, 5, 6, 7, & 27
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on basic culinary terminology; mise en place; techniques used in cutting/carving different fruits and vegetables; various types of hot and cold hors d'oeuvres and their methods of preparation; cold cut and relish tray preparations; plate and platter arrangement and presentation; appropriate use of garnishes with different food types; and sanitary guidelines associated with cold cuts, hors d'oeuvres, relish trays and garnishes.</p>

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare salads, salad dressings, and dips
<i>Knowledge</i> you should have to perform this skill:	<p>For each product, identify</p> <ul style="list-style-type: none"> • Ingredients • Methods of preparation • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 11, 24, and App.1 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 2, 4, 6, 7, 8, 22, & 23
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic culinary terminology; mise en place; the various types of salads, ingredients used, and their proper method of preparation; the different types of salad dressings and dips, ingredients used, and their proper method of preparation; and the quality and sanitary standards of salads, salad dressings and dips.

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and cook eggs and hot cereals
<i>Knowledge</i> you should have to perform this skill:	Identify <ul style="list-style-type: none"> • Types of eggs • Types of hot cereals • Methods of preparation • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 9, 10, & 23 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 3, 6, 7, 9, & 21
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic culinary terminology; mise en place; the various types of eggs and their uses; methods for preparing and serving eggs; types of hot cereals and their uses; their methods of preparation and service; good-quality characteristics of eggs and hot cereals; and sanitary requirements associated with eggs and hot cereals.

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and cook pancakes, waffles, and French toast
<i>Knowledge</i> you should have to perform this skill:	<p>For each product, identify</p> <ul style="list-style-type: none"> • Ingredients • Methods of preparation • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 9, 10, 12, & 23 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 3, 6, 7, 8, 21, & 32
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on basic culinary terminology; mise en place; the ingredients used in waffles, pancakes, and French toast; batter make-up; cooking and serving techniques; good-quality characteristics of waffles, pancakes, and French toast products; and sanitary requirements associated with waffles, pancakes, and French toast.</p>

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and cook rice and pasta products
<i>Knowledge</i> you should have to perform this skill:	<p>For each product, identify</p> <ul style="list-style-type: none"> • Types • Methods of preparation • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 9, 10, 22, and App. 2 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 3, 5, 6, 7, 8, & 13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic culinary terminology; mise en place; the various types and uses of rice and pasta; methods of preparation and cooking; good-quality characteristics of cooked rice and pasta; and sanitary requirements associated with rice and pasta preparation.

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare beverages, sandwiches, and box lunches
<i>Knowledge</i> you should have to perform this skill:	<p>For each product, identify</p> <ul style="list-style-type: none"> • Types • Methods of preparation • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P-5010-1 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 2, 3, 4, 5, 6, 11, & 25 • <i>The Art and Science of Culinary Preparation</i>, Chaps. 6 & 29
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on culinary terminology; mise en place; the various types of beverages served in Navy messes; methods of preparation and service of all types of beverages; types of sandwiches and methods of preparation; types of box meals and handling requirements; and quality and sanitation standards associated with beverages, sandwiches, and box meals.</p>

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct food quality assurance checks
<i>Knowledge</i> you should have to perform this skill:	<p>Recall checks/tests for</p> <ul style="list-style-type: none"> • Organoleptic acceptability • Doneness • Flavor • Palatability
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., all chapters • <i>The Art and Science of Culinary Preparation</i>, all chapters
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on taste, smell, touch, appearance, flavor, palatability, and doneness of raw, prepared, cooked and baked food items.

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General MS <i>Skill Area</i>	Food Preparation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and cook custom foods
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Define custom foods • Recall preparation and cooking methods • Recall quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1 • <i>The New Professional Chef</i>, 6th Ed., all chapters • <i>The Art and Science of Culinary Preparation</i>, all chapters
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic culinary terminology; mise en place; the different types of custom foods; their associated preparation and cooking methods; good-quality characteristics of custom foods and factors affecting these standards; and the sanitary guidelines associated with custom foods.

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General MS <i>Skill Area</i>	Menus
A <i>skill</i> you are expected to perform from the General Skill Area above:	Recommend changes to menu
<i>Knowledge</i> you should have to perform this skill:	Identify menu change <ul style="list-style-type: none"> • Requirements • Procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 5 • NAVSUP P-486, Vol. I, Chap. 3 • <i>The New Professional Chef</i>, 6th Ed., Chaps. 1 & 3 • <i>The Art and Science of Culinary Preparation</i>, Chap. 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on identifying situations that warrant a menu change, the requirements and procedures for submitting menu changes, and who can authorize and approve menu changes.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Set up, arrange, and replenish foods, beverages, and dinnerware on serving lines, self-service lines, and break down steam tables
<i>Knowledge</i> you should have to perform this skill:	<p>For each function, recall</p> <ul style="list-style-type: none"> • Procedures • Requirements • Sanitary guidelines
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 7 • NAVSUP P-486, Vol. I, Chap. 3 • NAVSUP P-520, Chaps. 3 & 4 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper set-up and arrangement of dinnerware, foods and beverages on serving lines and self service lines; the replenishment of items on the lines; the proper breakdown of serving lines and self-service lines, including steam tables; and the sanitary guidelines of serving lines and self-service lines before, during, and after the meal.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and set place settings and centerpieces, and set dining tables for formal and informal service
<i>Knowledge</i> you should have to perform this skill:	For both formal and informal functions, identify appropriate <ul style="list-style-type: none"> • Style of service • Dinnerware, glassware, utensils • Centerpiece preparation • Table setting
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-421, Chaps. 7 & 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the various styles of service (American, French, a la carte, etc.); dinnerware, glassware, and utensils used for each style of service; preparation of centerpieces; and the proper placement of items on the dining table.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Portion individual servings and serve food from serving lines
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Portion control • Serving techniques • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 7 & 10 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on controlling portion size IAW the AFRS and NAVSUP 1090; procedures for serving different types of foods on the serving lines; and sanitation requirements associated with serving foods from a serving line.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Determine and post food nutritional contents
<i>Knowledge</i> you should have to perform this skill:	Identify nutritional information and posting requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVSUP P-421, Chaps. 5 & 7• NAVSUP P-486, Vol. I, Chap. 3• NAVSUP P-580
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures and requirements for posting nutritional information and on the appropriate sources for obtaining nutritional information.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Check food temperatures on serving lines
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none">• Procedures• Requirements• Sanitary guidelines
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVSUP P-421, Chaps. 2 & 7• NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper procedures and methods for checking food temperatures on a serving line; sanitary guidelines involved with checking food temperatures; and recording and reporting requirements of the food temperatures.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Serve meals under abnormal conditions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Define abnormal conditions • Identify meal requirements and quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chap. 3 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on battle feeding, in-flight, and boat meals (to include MRE's, box/bag meals, bulk-issue meals, snack meals, sandwich meals, and cooked frozen meals), and the associated sanitation requirements of each.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Set up facilities for special events
<i>Knowledge</i> you should have to perform this skill:	Recognize <ul style="list-style-type: none"> • Ceremonial protocol • Seating precedence • Event functionality
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 7 & 12 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on ceremonial protocol; seating precedence of officers, civilians, and dignitaries; banquet/reception design and set-up for change of commands, retirements, etc.; and sanitary guidelines associated with special events.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Refill and store condiment containers, clear off tables, and fold and roll tablecloths and napkins
<i>Knowledge</i> you should have to perform this skill:	<p>For all actions, identify</p> <ul style="list-style-type: none"> • Requirements • Procedures • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 2, 7, & 10 • NAVSUP P-520, Chaps. 3 & 4 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on requirements for cleaning, refilling, and storing condiment containers; procedures for clearing off tables; cleaning, folding, and rolling tablecloths and napkins; and the associated sanitary guidelines.

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General MS <i>Skill Area</i>	Facility Setup/Serve
A <i>skill</i> you are expected to perform from the General Skill Area above:	Set up sculleries and deep sinks
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Dishwashing machine operations • Manual dishwashing operations • Sanitation requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 2 • NAVSUP P-520, Chaps. 5, 6, & 7 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the set-up, operation, and securing of single-tank, double-tank, and triple-tank dishwashers; two- and three-compartment deep sink set-up, operation and securing procedures; manual dishwashing procedures; and methods of sanitizing items.

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General MS <i>Skill Area</i>	Sanitation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inspect stored foods
<i>Knowledge</i> you should have to perform this skill:	For stored foods, identify <ul style="list-style-type: none">• Quality standards• Inspection procedures• Pest and vermin control
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVSUP P-421, Chaps. 2 & 3• NAVSUP P-486, Vol. I, Chap. 5• NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspection procedures of dry cereals and grains, fresh fruits and vegetables, dairy products, frozen foods, canned items, packaged items, and dehydrated foods to determine their quality and wholesomeness; and inspection procedures for pest and vermin infestations.

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General MS <i>Skill Area</i>	Sanitation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inspect sculleries and scullery equipment
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Dishwashing machine operations • Manual dishwashing procedures • Safety and sanitation requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 2 & 3 • NAVSUP P-520, Chaps. 5, 6, & 7 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on manual and dishwashing machine operations; detergent and temperature/time requirements for manual and machine operations; chemical sanitizing methods; de-liming procedures and requirements; and safety precautions associated with sculleries and scullery equipment.

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General MS <i>Skill Area</i>	Sanitation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inspect messing facility equipment and food handlers
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Mess equipment design/operation • Food handler standards • Safety and sanitation requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 2, 3, & 7 • NAVSUP P-486, Vol. I, Chap. 3 • NAVSUP P-520, all chapters • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on personal hygiene; food handler training and inspection requirements; mess equipment installation, design, and operation standards; cleaning and sanitizing mess facility equipment; and the safety and sanitation requirements for mess facility equipment and personnel.

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General MS <i>Skill Area</i>	Sanitation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inspect foods for contaminants and dispose of contaminated foods
<i>Knowledge</i> you should have to perform this skill:	Recall indications of <ul style="list-style-type: none">• NBC warfare contamination• Sanitation standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVSUP P-421, Chaps. 1 & 2• NAVSUP P-486, Vol. I, Chap. 5• NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on nuclear, chemical, and biological warfare food contamination, sanitary decontamination procedures, and the determination of use and disposition of potentially contaminated and contaminated food stuff.

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General MS <i>Skill Area</i>	Sanitation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inspect for insect and pest infestation
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Pest and vermin control • Storage facility design • Sanitation requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 1 & 2 • NAVSUP P-486, Vol. I, Chap. 5 • NAVMED P5010-1 & 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspection procedures to check for insect and pest infestation; tell-tale signs of insect and pest infestation; and sanitation requirements to help prevent insect and pest infestations.

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General MS <i>Skill Area</i>	Sanitation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Clean food preparation areas, serving areas, food storage and receiving areas, galley equipment and utensils
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Cleaning methods • Sanitizing methods • Safety requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 2 & 10 • NAVSUP P-486, Vol. I, Chap. 3 • NAVSUP P-520, Chaps. 2, 3, 4, 5, 6, 7, & 8 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on step-by-step procedures for cleaning and sanitizing food-service spaces, equipment and utensils; associated safety precautions; and the proper use of cleaning and sanitizing equipment and agents.

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General MS <i>Skill Area</i>	Sanitation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Defrost and clean freezers and refrigerators
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Requirements • Procedures • Sanitation standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 2 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements and procedures for defrosting and cleaning walk-in, reach-in, and shipboard freezers and refrigerators; recommended cleaning and sanitizing agents; and prescribed sanitation standards for freezers and refrigerators.

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General MS <i>Skill Area</i>	Sanitation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Sort and dispose of plastics
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Public Law 100-220 • PRIME program
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 3 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the requirements and personnel responsibilities of the PRIME program; the types of plastic waste and their associated retention requirement; the authorized disposal of plastic waste at sea; and the sanitary precautions of retaining and disposing of plastic waste.</p>

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Receive, unload, stow, and break out shipments of perishable and semi-perishable subsistence items
<i>Knowledge</i> you should have to perform this skill:	For each step, recall <ul style="list-style-type: none"> • Procedures • Quality standards • Financial accountability
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 1, 2, & 3 • NAVSUP P-486, Vol. I, Chaps. 5 & 6 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on receipt and inspection procedures of subsistence from Navy sources and commercial vendors; handling and storage of perishable and semi-perishable subsistence items; the breakout of provisions from the bulk and issue storeroom; personnel responsible for receiving, inspecting, stowing and issuing subsistence items; required signatures; required financial and accountable paperwork; and sanitary guidelines when receiving, handling, stowing, and issuing subsistence items.

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Inspect and date-stamp subsistence supplies, and verify the quantity and condition of the items received
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Inspection procedures • Quality standards • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 5 • NAVSUP P-421, Chaps. 1, 2, & 3 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspection and receipt requirements and procedures of subsistence; dealer's and dummy invoices; requisition documents; veterinarian or medical department responsibilities; food service division personnel responsibilities; sanitary guidelines when receiving subsistence; date-stamp information required; and document distribution.

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor and record temperature readings, rotate provisions, and organize storage areas
<i>Knowledge</i> you should have to perform this skill:	Identify <ul style="list-style-type: none"> • Temperature requirements • Replenishment objectives • Shelf life • Sanitation requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 2 • NAVSUP P-486, Vol. I, Chap. 5, App. F • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on atmospheric (temperature/humidity) requirements and reporting procedures; shelf-life determination and factors affecting shelf life; FIFO and LIFO; organization of perishable and semi-perishable subsistence items; and associated sanitation guidelines.

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Requisition, receive, and store consumable items
<i>Knowledge</i> you should have to perform this skill:	Identify <ul style="list-style-type: none"> • Consumables • Stockage objective • Requisition procedures • Storage procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 2, 3, & 10 • NAVSUP P-486, Vol. I, Chap. 4 • NAVSUP P-520, Chap. 8, Table V
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the different types of consumable items; funding guidelines for consumables; requisition procedures; load-out requirements; and receiving and storage procedures.

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General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Compute acceptance factors for menu items
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Basic math computation • Use of the NAVSUP From 1090
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 5 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on determining the acceptability of menu items that run out during the meal, are substituted for another item to finish the meal, and that are left over after the meal.

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General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Collect monies change, draw change funds, and cash checks
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Cash register operations • Change funds/deposits procedures • Check cashing procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 2 • NAVSUP P-486, Vol. II, Chap. 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions pertaining to the General Mess and private messes on financial controls of the cash register drawer and change funds; associated records and reports; safe specifications and guidelines; and check cashing procedures (including identification requirements). Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.</p>

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General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and collect bill payments
<i>Knowledge</i> you should have to perform this skill:	Recall procedures associated with <ul style="list-style-type: none"> • Recording of receipts and expenditures • Accounts receivable • Collection
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chaps. 2 & 6 • NAVSUP P-486, Vol. II, Chaps. 3 & 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions pertaining to the General Mess and private messes on accounts-receivable documents; billing requirements and deadlines; authorized collection agent; methods of payment and collection; and personnel responsibilities. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.

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General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Make and follow up trouble calls
<i>Knowledge</i> you should have to perform this skill:	<p>Recall trouble call</p> <ul style="list-style-type: none"> • Responsibility and procedures • Reporting requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 1 • NAVSUP P-486, Vol. II, Chap. 5 • NAVSUP P-520, Chap. 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions pertaining to the General Mess and private messes on the responsibilities and procedures for making and following up on trouble calls; the reporting requirements of trouble calls; and the types of trouble calls. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.</p>

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General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Stow hazardous materials
<i>Knowledge</i> you should have to perform this skill:	Identify HAZMAT <ul style="list-style-type: none"> • Types • Storage requirements • Emergency procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-485, Vol. I, Chap. 8 • OPNAVINST 5100.19C, Vol. II, CH-1, Chaps. B3 & C23 • OPNAVINST 5100.19C, Vol. III, Chap D15 • HMUG (OP-45-100-3/99) • DOD 6050.5M
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the different types of HAZMAT and the dangers they pose; storage requirements; MSDS; and emergency procedures in case of accident or incident.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify messing eligibilities
<i>Knowledge</i> you should have to perform this skill:	Recall messing eligibility for <ul style="list-style-type: none"> • General messes • Private messes
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 2 • NAVSUP P-486, Vol. II, Chap. 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the authorization to subsist from the general mess; different categories of personnel and appropriate charges for general mess meals, private mess eligibility; and determining mess shares.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify berthing eligibilities and assign room and berthing spaces
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Living space entitlement • Assignment procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 11103.1B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on BQ check-in procedures; minimum standards of adequacy and living space entitlement for personnel of different paygrades; authorization to obtain Bachelor Housing; and berthing and transient lodging policies.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Resolve customer complaints
<i>Knowledge</i> you should have to perform this skill:	Identify <ul style="list-style-type: none"> • Complaint procedures • Customer-relation techniques
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • Navy Customer Service Manual • NAVSUP P-486, Vol. I, Chap. 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on handling various customer complaint problems; BQ Manager and Food Service Officer's suggestion box; associated forms; and complaint reporting procedures and timelines.

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General MS <i>Skill Area</i>	Housekeeping
A <i>skill</i> you are expected to perform from the General Skill Area above:	Issue, receive, turn in, and change linens
<i>Knowledge</i> you should have to perform this skill:	Recall procedures for <ul style="list-style-type: none"> • Linen for shipboard officers • BQ
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. II, Chap. 5 • NAVSUP P-421, Chap. 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for taking care of officer linen afloat; whose beds are required to be made by MSs afloat; issue, receipt, turn-in, and change of linen in the BQ; associated records and reports; and monetary recovery procedures for lost linen. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.

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General MS <i>Skill Area</i>	Housekeeping
A <i>skill</i> you are expected to perform from the General Skill Area above:	Fold and change towels
<i>Knowledge</i> you should have to perform this skill:	Recall towel issue and changing requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVSUP P-421, Chap. 10• NAVSUP P-486, Vol. II, Chap. 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements to fold and change towels for officers afloat.

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General MS <i>Skill Area</i>	Housekeeping
A <i>skill</i> you are expected to perform from the General Skill Area above:	Pick-up and deliver laundries
<i>Knowledge</i> you should have to perform this skill:	Identify laundry procedures and requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 10 • NAVSUP P-486, Vol. II, Chap. 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements to pick-up and deliver bulk and officers' laundry afloat.

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General MS <i>Skill Area</i>	Housekeeping
A <i>skill</i> you are expected to perform from the General Skill Area above:	Clean, organize, and inventory baggage storerooms
<i>Knowledge</i> you should have to perform this skill:	Identify baggage storeroom requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	BQ Manual under revision, not released yet.
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on storeroom cleanliness, organization, inventory, and security requirements; and associated paperwork. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.

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General MS <i>Skill Area</i>	Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain key log books and conduct key count
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Inventory procedures • Security requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 1 • NAVSUP P-486, Vol. II, Chap. 7 • NAVSUP P-485, Vol. I, Chap. 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions pertaining to the General Mess and private messes on requirements for maintaining the key log and conducting key counts; responsibilities of assigned personnel; discrepancy procedures; log and inventory accountability reporting procedures. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.</p>

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General MS <i>Skill Area</i>	Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain security of assigned spaces
<i>Knowledge</i> you should have to perform this skill:	Recall procedures for maintaining <ul style="list-style-type: none"> • Locks and key control • Space responsibility/accountability
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chaps. 1 & 2 • NAVSUP P-485, Vol. I, Chap. 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the different types of locks and combinations authorized for supply spaces; personnel responsible and accountable for locks and combinations; key control procedures; authorized normal and emergency access to spaces; and security logs and reporting procedures. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.

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General MS <i>Skill Area</i>	Foodservice Equipment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Energize, use, and secure foodservice equipment
<i>Knowledge</i> you should have to perform this skill:	Identify foodservice equipment <ul style="list-style-type: none"> • Operating procedures • Safety precautions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 3 & 7 • NAVSUP P-520, Chaps. 3 & 4 • AFRS • OPNAVINST 5100.19C, Vol. II, CH-1, Chap. C19 • OPNAVINST 5100.19C, Vol. III, Chap. D13
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper assembly, set-up, operating procedures, and securing of all equipment used in food service spaces, and the associated safety precautions.

Part 2

Advancement Handbook for MS2

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Menus
A <i>skill</i> you are expected to perform from the General Skill Area above:	Plan selective, cycle, and special-events menus
<i>Knowledge</i> you should have to perform this skill:	<p>For each type menu, identify</p> <ul style="list-style-type: none"> • Nutritional factors • Factors affecting menu • Menu requirements • Tools
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421 Chaps. 5, 9, 12, & Apps. C & D • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • <i>The New Professional Chef</i>, 6th Ed., all chapters • <i>The Art and Science of Culinary Preparation</i>, all chapters
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on nutrition; the food pyramid and suggested requirements; the different types of menus and their requirements; factors affecting menu planning; tools used in menu planning; steps involved in planning menus; associated boards, members, and their functions; and menu evaluation standards.</p>

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Menus
A <i>skill</i> you are expected to perform from the General Skill Area above:	Make changes to frequency charts and menus
<i>Knowledge</i> you should have to perform this skill:	<p>Recall menu planning</p> <ul style="list-style-type: none"> • Tools • Evaluation methods • Process
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 5, 9, 12, & Apps. C & D • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • <i>The New Professional Chef</i>, 6th Ed., all chapters • <i>The Art and Science of Culinary Preparation</i>, all chapters
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on types of frequency charts and their respective purposes; how to develop and analyze frequency charts; and making appropriate changes to frequency charts and menus.

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Requisition food items
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Subsistence endurance base • Methods • Load-out planning
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 4 • NAVSUP P-4998 • FSC GROUP 89 CATALOG
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on determining your subsistence endurance base; establishing high and low limits; forms used for ordering; ordering procedures; determining quantities to order; regional and seasonal availability of items; CARGO manual; and substitution considerations for items not available.

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Plan and unload shipments
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Manpower management • Inspection and receipt procedures • Quality standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P486, Vol. I, Chap. 3 • NAVSUP P-421, Chaps. 1 & 9 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on setting up working parties; inspection criteria for receiving subsistence; quality standards of food items; stock rotation; proper loading of storerooms, freezers, and chilled spaces; receipt document checks and verification; and sanitary guidelines associated with receiving shipments.

Advancement Handbook for MS2

General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare receipts for materials received without invoices (dummy receipts)
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Receipt inspection and procedures • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on what forms to use for a dummy receipt; how to properly complete these forms; receipt reconciliation with the dealer or source; and document distribution.

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Food Preparation Worksheets
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Menu information • Meal service • Methods of preparation • Manpower and experience
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 3 • NAVSUP P-421, Chaps. 5, 6, 7, & 9 • AFRS
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the purposes and use of the NAVSUP Form 1090; optional and required information for both a regular and modified NAVSUP Form 1090; signature and retention requirements; and identifying personnel responsible for completing the different parts of the NAVSUP Form 1090.

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare food breakout documents
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • NAVSUP Form 1090 • Recipe conversion • Food Service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 6 • AFRS
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on understanding the NAVSUP Form 1090; determining portions to prepare and recipe conversion; use of food item codes; NAVSUP Forms 1059 and 1282, the procedures used to complete these forms, and the signatures required on these forms.

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare survey documents
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Food service records • Requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 6 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of surveys and the forms used; criteria used to determine between formal and informal surveys; information required on both the NAVSUP Form 1334 and the DD-200; procedures for completing the forms; and document distribution.

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify payment claims, reconcile cash collections, and make deposits
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Accounting procedures • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chaps. 2 & 6 • NAVSUP P-486, Vol. II, Chap. 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions pertaining to the General Mess and private messes on the following forms (specifically, when each form is filled out and by whom, the information required on each form, its respective purpose and use, and document retention and distribution):</p> <ul style="list-style-type: none"> • NAVSUP Forms 1046, 470, 1357 • DD Forms 1149, 1544 • NAVCOMPT Form 2114 <p>Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.</p>

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare petty cash vouchers
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Accounting procedures • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 2 • NAVSUP P-486, Vol. II, Chap. 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions pertaining to the General Mess and private messes on petty cash vouchers; their purpose and use; who prepares them; retention and distribution of the vouchers; and the form number. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.</p>

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prioritize emergency and non-emergency repairs
<i>Knowledge</i> you should have to perform this skill:	Recall trouble call procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 3 • NAVSUP P-486, Vol. II, Chap. 5 • NAVSUP P-520, Chap. 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions pertaining to the General Mess and private messes on determining appropriate actions to be taken for equipment and material problems; trouble call procedures and reporting requirements.</p> <p>Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.</p>

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Record customers' complaints
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Suggestion box procedures • Customer service relations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 3 • Navy Customer Service Manual
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on handling customer service complaints; Food Service Officer and BQ Officer suggestion box; NAVSUP Form 1343 and its distribution; and documenting actions taken on complaints. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.</p>

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare private mess monthly financial reports
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Accounting procedures • Private mess records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. II, Chap. 7, & App. C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on forms and reports used by private messes; form numbers and reports required monthly; the information contained on these reports; and report distribution and auditing procedures.

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Housekeeping
A <i>skill</i> you are expected to perform from the General Skill Area above:	Organize, stock, and inventory supply storerooms
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Stockage objectives • Requisition procedures • Inventory procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	BQ Manual under revision; not released yet.
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on organization, stockage and inventory requirements of supply storerooms in the BQs; personnel responsible for these actions; and the associated guidelines.</p> <p>Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.</p>

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Housekeeping
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare weekly requests for cleaning supplies
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Stockage objectives • Requisition procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	BQ Manual under revision; not released yet.
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on determining consumable usage and stockage objectives; and lead time and ordering information. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.

Advancement Handbook for MS2

General MS <i>Skill Area</i>	Housekeeping
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assign rotational pool personnel to stateroom duties
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Manpower usage • Work scheduling
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap 10 • NAVSUP P-486, Vol. I, Chap. 1 • NAVSUP P-486, Vol. II, Chap. 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on duties and responsibilities of rotational pool personnel in stateroom areas; and manpower allocation.

Part 3

Advancement Handbook for MS1

Advancement Handbook for MS1

General MS <i>Skill Area</i>	Menus
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare selective, cycle, and special events menus
<i>Knowledge</i> you should have to perform this skill:	<p>For each type menu, recall</p> <ul style="list-style-type: none"> • Nutritional factors • Menu-planning tools/guidelines • Evaluation procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 5, 9, 12, & Apps. C & D • NAVSUP P-486, Vol. I, Chap. 3 • <i>The New Professional Chef</i>, 6th Ed., all chapters • <i>The Art and Science of Culinary Preparation</i>, all chapters
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on nutrition; differences in the types of menus; steps in preparing menus; factors affecting menu planning; menu-planning tools; quality checks of menus; drafting, recording, and posting the menu; and evaluating nutritional standards of menus.</p>

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Estimate and adjust high and low limits for subsistence provisions
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Stockage objectives • Subsistence endurance base
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on establishing your subsistence endurance base; stockage objectives; order submission and lead time; NAVSUP Form 335; and computations of high and low limits.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verify availability of required food items
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Seasonal availability • Regional availability • Subsistence Prime Vendor program
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 4 • FSC Group 89 Catalog • CARGO • <i>The New Professional Chef</i>, 6th Ed., App. 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on seasonal and regional availability of subsistence items; the Group 89 catalog; the CARGO manual; and SPV program procedures.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct physical inventories
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none">• Breakout and issue procedures• Inventory requirements• Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 7 & App. A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on manual and FSM procedures and requirements for conducting inventories; breakout and issue before and during inventory; food service records involved with and affected by inventories; inventory posting procedures; reporting requirements; and personnel responsibilities associated with inventories.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare General Mess operating statement and food service financial records and reports
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Accounting procedures • Food service records and reports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 7 & App. A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on all manual and FSM food service records and reports, including name and associated form number; information contained on each report and sources for the information; applicable record and report transactions and interactions; operational limitations; quality assurance checks; and submission and retention requirements.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Request supplier quotes
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none">• Standards of Conduct• Requisition procedures• Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the Standards of Conduct; procedures for obtaining quotes; associated records and reports; and personnel responsibilities when dealing with suppliers.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct living quarters facilities inspection
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Inspection procedures • Living standards • Search-and-seizure procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 11103.1B • NAVMED P-5010-2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on types of inspections and procedures; living standards; staff and resident responsibilities; and search-and-seizure legalities and procedures.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare food service budgets
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none">• Menu planning• Food allowances
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on determining food allowances; BDFA and other types of allowances; item costing; menu cost analysis; and cost-reduction methods.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Recommend facilities improvements
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Equipment design/operations • Facility design • Sanitation standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 11103.1B • NAVSUP P-486, Vol. I, Chap. 1 • Military Handbook 1190 • NAVFAC P-80
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on facility design standards; equipment design standards; labor-saving and manpower reduction methods; and procedures for submitting upgrade and improvement recommendations.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare job rotation plans
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none">• Training requirements• Manpower management
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVSUP P-421, Chap. 8• NAVSUP P-486, Vol. I, Chap. 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on manpower management; task and training requirements; cross training and documentation.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Audit private mess monthly financial reports
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Accounting procedures • Private mess records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. II, Chap. 7 & App. C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on private mess financial records; information contained on them and sources for this information; documents and document distribution; audit board members and purposes of audit boards; and report requirements and submission.

Advancement Handbook for MS1

General MS <i>Skill Area</i>	Housekeeping
A <i>skill</i> you are expected to perform from the General Skill Area above:	Supervise rotational pool personnel duties
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Wardroom operations • Rotational pool personnel
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 10 • NAVSUP P-486, Vol. II, Chap. 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the duties and responsibilities of rotational pool personnel; job assignments; and supervisory personnel responsibility.

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General MS <i>Skill Area</i>	Security
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish master key controls
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Lock set grouping • Security of supply spaces
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 1 • NAVSUP P-485, Vol. I, Chap. 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions pertaining to the General Mess and private messes on security of supply spaces; lock set groupings; custody control of individual, master, and grand master keys; normal and emergency use of keys; and loss of key procedures. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.

Part 4

Advancement Handbook for MSC

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Menus
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop menus
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Nutritional factors • Menu-planning tools • Cost analysis
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 5, 9, 12, & Apps. C & D • NAVSUP P-486, Vol. I, Chap. 3 • <i>The New Professional Chef</i>, 6th Ed., all chapters • <i>The Art and Science of Culinary Preparation</i>, all chapters
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on developing daily, cycle, and special-events menus; food nutrition; menu-planning tools; cost analysis; menu changes; menu-planning and review boards; menu cost control; and menu evaluation.

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Audit requisition logs and files
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Requisition/receipt procedures • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 4, & Apps. A & I
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on procedures for requisition and receipt of provisions; manual and FSM record documentation; NAVSUP Forms 1282 and 1336; DD Forms 1348, 1149, and 1155; SPV program; log and file retention and accountability; and auditing procedures.

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General MS <i>Skill Area</i>	MS Supply
A <i>skill</i> you are expected to perform from the General Skill Area above:	Audit and conduct inventories
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Inventory requirements • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 7, & Apps. A & I
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on both manual and FSM requirements and procedures for conducting inventories; breakouts and issues during inventories; personnel responsibilities during inventories; rough, smooth, and final inventories; signatures required; forms associated with inventories; document distribution and retention; and reporting requirements.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Requisition food items and supplies
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Requisition procedures • Stockage objectives • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 4, & App. A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on requisition procedures for subsistence and consumable items; stockage objectives; SPV program; manual and FSM forms associated with requisitioning, and procedures for completing these forms; document distribution and retention; determining sources of supply; open-purchase procedures; obtaining price quotes; standards of conduct; funding codes; and reporting requirements.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Compare daily food costs to monetary allowances
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Accounting procedures • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on authorized food allowances and BDFA; issues to the General Mess; information contained on the NAVSUP Form 338 and the sources of this information; ration credit determination; over/under-issue computation; manual and FSM procedures; review and reporting requirements.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Audit receipt and expenditure records
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Accounting procedures • Food service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chaps. 5, 6, & 7, and Apps. A & I
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on receipt inspection and documentation; receipt with and without charge; SPV program; surveys and loss without surveys; transfers; sales; procedures for completing the NAVSUP Form 367; document retention and distribution; manual and FSM procedures; and all other forms and documents associated with receipts and expenditures.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct customer surveys
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Menu planning • Menu review board
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting and utilizing food preference surveys in developing menus; and effective use of the menu review board.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare battle, emergency, and disaster feeding plans
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Menu planning • Manpower management • Sanitation standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 6 • NAVSUP P-486, Vol. I, Chaps. 2 & 3 • NAVMED P5010-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on developing workable battle, disaster and emergency feeding plans; advanced party feeding; MREs and RCWs; operational rations; and establishing field messes.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review food service equipment safety precautions
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Equipment operating instructions • Standard safety precautions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 2 & 3, and App. B • NAVSUP P-486, Vol. I, Chap.3 • Equipment manuals
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on food service equipment sanitation and safety precautions.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Approve checks
<i>Knowledge</i> you should have to perform this skill:	Recall criteria for approving checks
<i>References</i> you should study to gain the knowledge you need to perform this skill:	BQ Manual under revision; not released yet.
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the authority to accept and approve checks; procedures and information required for accepting and approving checks. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review and revise food preparation procedures
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Food production • AFRS
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 5 & 6 • NAVSUP P-486, Vol. I, Chap. 3 • AFRS • <i>The New Professional Chef</i>, 6th Ed., all chapters • <i>The Art and Science of Culinary Preparation</i>, all chapters
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on local recipes; changing AFRS recipes; customizing food preparation operations to your facility.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate food service programs and operations
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Food production • Food service operations • Leadership/management skills
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I • NAVSUP P-421
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on evaluating and ensuring smooth operations of all aspects of food service programs and operations; use of applicable publications and instructions; and the Navy Food Management Teams.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft food service organizational policy recommendations
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Food service operations • Military standards • Navy correspondence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I, Chap. 1 • Navy Correspondence Manual
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on writing official correspondence IAW Navy Correspondence Manual; and food service organization procedures for military food service operations.

Advancement Handbook for MSC

General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate food service suggestions
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Customer service • Food service operations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on customer service relations and evaluating inputs toward efficient food service operations.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Investigate causes and recommend corrective actions on food waste
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Food production • Scullery operations • Customer relations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I, Chap. 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on identifying excessive food waste; investigating causes of food waste; and determining appropriate actions to prevent food waste.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate insect and pest infestation preventive programs
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Receipt inspection • Facilities design • Pest control management
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chap. 2 • NAVSUP P-486, Vol. I, Chap. 1 • NAVMED P5010-1 & -9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on procedures and responsibilities for pest-control management in food service spaces; inspection procedures; preventive measures; authorized pest-control agents; and relations with the medical department.

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General MS <i>Skill Area</i>	Technical Management
<i>A skill</i> you are expected to perform from the General Skill Area above:	Maintain food service sanitation standards
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • HACCP • Sanitation standards
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421, Chaps. 2 & 3 • NAVSUP P-486, Vol. I, App. I • NAVSUP P-520, all chapters • NAVMED P5010-1, -8, & -9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on HACCP, the various areas and stages of food service sanitation management; inspection procedures and routines; and training requirements.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage foodservice facility operations
<i>Knowledge</i> you should have to perform this skill:	<p>Recall</p> <ul style="list-style-type: none"> • Food service operations • Food production • Food service records • Food sanitation • Manpower management • Food service facilities and equipment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-421 • NAVSUP P-486, Vol. I • NAVMED P5010-1, -8, & -9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on all aspects of General Mess operations.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Audit daily, monthly, and quarterly financial records
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Food service operations • Food service records and reports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVSUP P-486, Vol. I
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on all records and reports required to support General Mess operations; FSM program; procedures for completing the records and reports; governing instructions; submission and retention requirements; and auditing procedures.

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General MS <i>Skill Area</i>	Technical Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Plan cost reduction programs
<i>Knowledge</i> you should have to perform this skill:	Recall <ul style="list-style-type: none"> • Food service operations • Budget analysis
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVSUP P-486, Vol. I • NAVSUP P-421
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions pertaining to the General Mess on identifying high-cost and labor-intensive tasks; reducing waste; budget analysis; menu analysis; and procedures for cost control. Questions pertaining to Bachelor Housing have been omitted until release of the new governing instruction in Spring 2000.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
MS3	NAVSUP P-421	Food Service Operations	All chapters	Note 1
	NAVSUP P-486, Vol I	Food Service Management	All chapters	Note 1
	NAVSUP P-486, Vol II	Food Service Management	All chapters	Note 1
	NAVSUP P-7	Armed Forces Recipe Service	All sections	Note 1
	NAVSUP P-520	Mess Deck Master-At-Arms Handbook	All chapters	Note 1
	NAVSUP P-580	Navy Food Service Systems Office Fat, Cholesterol, and Calorie List for General Messes	All sections	Note 1
	NAVMED P-5010	Manual of Naval Preventive Medicine	Chapters 1 and 9	Note 2
	NONE	The New Professional Chef, 6 th Ed.	All chapters	Note 7
	NONE	The Art and Science of Culinary Preparation	All chapters	Note 3
	OPNAVINST 11103.1B	Policies and Procedures Governing Bachelor Housing	All sections	Note 4, 5
	NAVEDTRA 12792	Navy Customer Service Manual	All chapters	Note 1, 6
	NAVSUP P-485, Vol. I	Afloat Supply Procedures Manual	Chapter 1	Note 1
	OPNAVINST 5100.19C, Vol. II, CH-1	Navy Occupational Safety and Health (NAVOSH) Manual for Forces Afloat	Chapters B3, C19, & C23	Note 4

	OPNAVINST 5100.19C, Vol. III	Navy Occupational Safety and Health (NAVOSH) Manual for Forces Afloat	Chapters D13 & D15	Note 4
	HMUG (OP-45-100-3/99)	Hazardous Material User's Guide	All sections	Note 1, 8
	DOD6050.5M	DoD Hazardous Materials Information System	All sections	Note 1
	MIL-HNDBK-1119	Food Service Equipment	All sections	Note 9
MS2	IN ADDITION TO THE REFERENCES REQUIRED FOR MS3, YOU ARE ALSO RESPONSIBLE FOR THE FOLLOWING REFERENCES.			
	FSC GROUP 89	Federal Supply Catalog	All sections	Note 1
	NAVSUP P-4998 (CARGO)	Consolidated Afloat Requisition Guide Overseas	All sections	Note 1
MS1	IN ADDITION TO THE REFERENCES REQUIRED FOR MS3 AND MS2, YOU ARE ALSO RESPONSIBLE FOR THE FOLLOWING REFERENCES.			
	MIL-HNDBK 1036A	Design Standards for Bachelor Housing	All chapters	Note 5
	NAVFAC P-80	Facilities Planning Criteria for Navy & Marine Corps Shore Installations	All chapters	Note 5
	NAVMED P-5010	Manual of Naval Preventive Medicine	Chapters 1, 2 and 9	Note 2
MSC	IN ADDITION TO THE REFERENCES REQUIRED FOR MS3, MS2, AND MS1, YOU ARE ALSO RESPONSIBLE FOR THE FOLLOWING REFERENCES.			
	SECNAVINST 5216.5	Department of the Navy Correspondence Manual	All chapters	Note 4

LEGEND:

Note 1 – To order, MILSTRIP to NAVICP PHILA (Stock number from NAVSUP P2002) or Navy Logistics Library CD-ROM or via INTERNET <http://www.nll.navsup.navy.mil>

Note 2 – Internet– <http://www-nehc.med.navy.mil/prevmed/envhlth/foodsafe.htm> or <http://vnh.org/PreventiveMedicine/PreventiveMedicine.html>

Note 3 – Internet– <http://www.acfchefs.org>

Note 4 – Internet– <http://www.neds.nebt.daps.mil>

Note 5 – Internet– <http://www.navfac.navy.mil/housing/bq.htm>

Note 6 – Internet– <http://www.cnet.navy.mil/netpdtc/nac/neas.htm>

Note 7– Open purchase

Note 8– Hazardous Material Control and Management (HMC&M) CD-ROM

Note 9– Internet– <http://www.dtic.mil/stinet/htgi/dodiss>